



HISTORICAL PRESERVATION COMMITTEE MINUTES

REGULAR MEETING

Wednesday, May 5, 2021 @ 6:00 pm

The Kure Beach Historical Preservation Commission (HPC) held its regular meeting on Wednesday, May 5, 2021. A quorum of members was present and Attorney Jim Eldridge attended.

HPC MEMBERS PRESENT

Chairman Craig Galbraith
Vice-Chair Kenneth Richardson
Member Kathleen Zielinski
Member Jim Dugan
Member Joe Barlok

HPC MEMBERS ABSENT

Member Tony Garibay

STAFF PRESENT

Mandy Sanders, Town Clerk
Beth Chase, Deputy Town Clerk

CALL TO ORDER

Chairman Galbraith called the meeting to order at 6:00 p.m.

ADOPTION OF AGENDA

MOTION- Member Dugan made a motion to adopt the agenda as presented

SECOND- Member Richardson

VOTE- Unanimous

MOTION- Member Richardson made a motion to excuse Member Garibay from the meeting

SECOND- Member Dugan

VOTE- Unanimous

APPROVAL OF MEETING MINUTES:

- April 7, 2021 Regular Meeting

MOTION- Member Zielinski made a motion to adopt the minutes as presented

SECOND- Member Richardson

VOTE- Unanimous

PUBLIC COMMENTS

None.



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OLD BUSINESS

1. Continued discussion of Design Standards

Chairman Galbraith stated he made the recommendations at the April to Town Council for the proposed text amendments for the Historic District and Town Council approved. The Commission was holding off having discussion on the final draft of the design standards till the Commission was officially designated as a Historic District. The design standards will be approved and voted on by only the Commission as the design standards does not go before the Town Council.

Town Attorney Eldridge stated the only change he made was to make all related documents very clear and that any ordinary routine maintenance and repair work that did not have any exterior change was not subject to those regulations.

Member Zielinski commented in the blackline version included in the agenda packet under section 3.4 need to clarify that minor work is exempt from the COA process.

Town Attorney Eldridge commented he will include the same language that was included in the zoning text amendment. He will include in section A of the design standards “any painting that differs from the current color or painting scheme yet complies with these standards”.

Chairman Galbraith stated he has concerns regarding section E in the design standards referencing the install of house numbers.

Member Zielinski commented she agrees with Chairman Galbraith on removing that section.

Attorney Eldridge commented if there is a change then it needs to be included in the design standards.

CONSENSUS- The Commission agreed to leave section E as written in the design standards.

Chairman Galbraith commented he recommends removing from section L “which do not feature panels or decorative work”.

Attorney Eldridge stated he will remove that section.

MOTION- Member Zielinski made a motion to approve the changes to the designed guidelines as discussed by the Commission

SECOND- Member Richardson

VOTE- Unanimous



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NEW BUSINESS

1. Status of HPC vacancies and member applications

Chairman Galbraith commented after discussion held at the last Town Council meeting, Town Council voted that the board have 7 members with one member being a resident from the B1 district. Only one application has been received by Staff and the advertisement has gone out multiple times.

2. Discussion of COA application process and forms

Member Zielinski commented her suggestion is to simplify the process for Building Inspector Batson. She suggests having a simple form that is already prepared so all the Building Inspector must do is select a box for the approval or denial of the COA. She will do some research and bring back next month a recommendation.

Chairman Galbraith commented the Commission may need to consider a small fee for the COA process.

3. Weblinks for HPC, and COA description requirements on Town of Kure Beach webpage

Chairman Galbraith commented need to create a webpage for the district on the Town website for citizens to be able to review the documents and requirements. Once the documents are completed Staff will need to upload and include a copy of the district map.

4. Resources available from the NC Department of Natural and Cultural Resources

Chairman Galbraith commented he spoke with the NC Department of Natural and Cultural Resources and Staff has submitted the requested documents and map of the district. The department did send a list of resources but most had to do with historic properties not districts.

MOTION- Chairman Galbraith made a motion to add the item Roberts Rules of Procedure to the agenda

SECOND- No Second

VOTE- No Vote

Attorney Eldridge commented Chapter 160D transferred the adoption of Rules of Procedure for Commissions back to the Town Council. He agrees Roberts Rules of Procedure should be referenced in the rules of procedure. He does not think limiting by majority vote the amending of the agenda at the meeting should be entertained.



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Chairman Galbraith commented compared to other states NC is not as specific regarding meeting requirements. He would like to recommend the following:

- 1) Unless specified by NC Statute and/or Kure Beach code, that the rule of procedures for meetings follows Robert's Rule of Order.
- 2) The agenda must be published 72 hours (or whatever is required right now) prior to the meeting
- 3) 3) Any individual member of the commission, the attorney, or the town council representative to the commission may ask the Town Clerk to place an item on the agenda prior to its final publication
- 4) 4) After the publication of an agenda, no additional agenda item may be discussed in detail, or voted upon unless it is an emergency and/or urgent matter. A majority (or 2/3 vote ala Brown Act and many other states) vote is required to add such emergency/urgent items to the agenda after its publication.

Town Clerk Sanders commented she disagrees with the 72-hour notice for the agenda to be published due to unseen circumstances that arise.

Chairman Galbraith commented a lot of lawsuits are caused by items being added to the agenda at the beginning of the meeting. He advises the Commission members look at other states or at HOA requirements for meetings.

Member Zielinski commented than it is the responsibility of the Commission to submit the items a week before the meeting to give enough time to the clerks to publish the agenda. She would like a consensus to table this item to the next month's agenda to talk about it more formally.

CONSENSUS- Commission agreed to add discussion of Roberts Rules of Procedure to the June agenda

MEMBER ITEMS

None.

ADJOURNMENT



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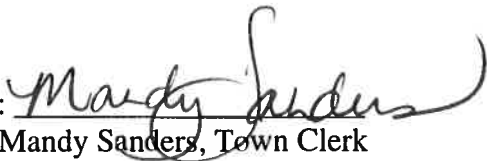
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MOTION- Member Zielinski made a motion to adjourn the meeting at 7:02 p.m.

SECOND- Member Dugan

VOTE- Unanimous

ATTEST:


Mandy Sanders, Town Clerk


Craig Galbraith, Chairman

NOTE: These are action minutes reflecting items considered and actions taken by Planning and Zoning Commission. These minutes are not a transcript of the meeting. A recording of the meeting is available on the town's website under government>planning and zoning.